	Effective Date:	06-09-2021
	Policy #:	G-39
	Supersedes:	01-01-2018
Subject: Workstation Network Connectivity Timeline		Page: Page 1 of 2

PURPOSE

This policy is designed to protect the State of Michigan (SOM) network and the ability of State employees to use it. The purpose of this policy is to define a minimum standard timeline for connecting State-issued laptops, desktops, and tablets to the State's network. The standards are designed to minimize the potential exposure to SOM and our customers from damages (including financial, loss of work, and loss of data) that could result from computers and servers that are not configured or maintained properly and to ensure that devices on the network are not taking actions that could adversely affect network performance.

SCOPE

This policy applies to employees, contractors, consultants, temporary employees, trusted partners, personnel affiliated with third parties or vendors, and all other workers affiliated with LARA and who use LARA's information network and IT resources. The policy applies to all State-issued laptops, desktops, and tablets that connect to the SOM network.


POLICY

These security standards apply to all SOM issued desktops, laptops, and tablets:

- All SOM assigned computers must be either VPN or hard-wire connected to the State of Michigan network at least every 60 days.
- Computer owners must install the most recent software and security updates on the system as soon as practical or as directed by LARA or DTMB. These updates can be installed via the "Software Center" and may require computer restarts. See information about DTMB's [Software Center](#). Also, [Click here](#) for more information for on how to perform software updates via Software Center.

All bureaus/agencies within LARA are required to comply with this policy and DTMB's Information Technology Information Security policy:

[POLICY 134000 Information Technology Information Security.](#)
PROCEDURES

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- It is necessary for all LARA workstations to be connected to the State of Michigan network as much as possible. This requires a VPN connection or a hard-wired connection inside a SOM building.
- All LARA workstations need to be connected to the SOM network at least every 60 days.
- When workstations are connected to the network it is necessary for the user to check the “Software Center” module on their computer to ensure all updates and patches are installed.
- The connection dates (scan dates) will be monitored and enforced by each bureau’s IT Liaison and will also be overseen by the IT Operations staff within the Bureau of Finance & Administrative Services.